

February 25, 2020

Subject: Award of RFP 20-053AB, Library Supplies, Materials and Related Items

I am pleased to notify you that the Board of Trustees has awarded a contract to the companies listed on the attached document for Library Supplies, Materials and Related Items.

We appreciate the time and effort involved in your submission and thank you for your continued interest in doing business with Fort Bend ISD.

If you have any questions, please contact our office at (281) 634-1802.

Best Regards,



Brenda Essenburg
Director of Materials Management and Enterprise

enc. Board Agenda Document

BOT Meeting:	February 24, 2020
Solicitation No.:	RFP 20-053AB
References:	Board Policy District Goal 1
Description:	<p>Library Supplies Materials & Related Items</p> <p><u>Recommendation</u></p> <p>Consideration and possible approval of the continued purchase of library supplies, materials, and related items from multiple vendors in an amount not to exceed \$2,500,000 over a five-year period, and authorization for the Superintendent to negotiate and execute the agreements and subsequent renewals through February 2025.</p> <p><u>Summary</u></p> <p>On October 21, 2019, Fort Bend ISD issued RFP 20-053AB soliciting proposals for library supplies, materials, and related items. This RFP addresses the needs that campus libraries have for items such as classification labels, library signage, display frames, library office supplies, and consumable and general products for use in the library. Additionally, this RFP includes reading enrichment materials and supplemental books, eBooks, magazine subscriptions, and audio-visual media for use in libraries throughout the District allowing libraries to meet a wide range of diverse needs in the procurement of books, materials, and supplies at competitive prices.</p> <p>A Library Media Services/Instructional Resources team reviewed and scored the proposals using a standardized rubric. In order to provide all of the items needed, staff recommends a multi-vendor award.</p> <p><u>Background</u></p> <p>Expenditures in 2018-19 were \$97,628 for library supplies only. Expenditures in 2019-20 are \$54,856 for library supplies only. The Purchasing Department has not had a mechanism for tracking other categories covered by this bid such as magazine subscriptions, etc., so the exact historical spend for those items is not reflected. Expenditures will not exceed \$2,500,000 through February 2025, and funding is included in the budget. This amount includes a contingency for adding new campuses, category estimates not tracked in the past, and any unforeseen needs that may arise over the five-year period.</p>
Requested By:	Diane Sayavedra, Deputy Superintendent Brian Guinn, Chief Financial Officer
Vendors:	Maker Maven Demco Discount Magazine Follett Magazine Subscription Service Norwood House Press

	Penworthy CareerSafe Maps 101 Lectorum Preswick House BrainPOP Tonya Ellis Duncan Express Bookseller Sundance Newbridge
Budget Sources:	General Funds, Federal Funds, Bond Funds
Amount:	Not to Exceed - \$2,500,000 through February 2025
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	6
Number of vendors contacted by FBISD Notification System:	2705
Number of vendors downloaded the solicitation:	181
Number of responses received:	19
Number of "no bid" responses received:	6
Length of commitment:	Through February 2025
Last solicitation date:	January 6, 2015
Supporting documents:	Evaluation Summary and Criteria
Disclosure under Board Policy CH, CV, or DBD (Local):	None